


# REPORT

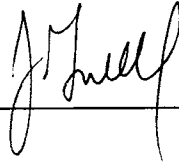
**DATE:** April 7, 2005

**TO:** Regional Council and Administrative Committee

**FROM:** Heather Copp, Chief Financial Officer, [copp@scag.ca.gov](mailto:copp@scag.ca.gov) , (213) 236-1804 

**SUBJECT:** Adopt revised policy for stipends/travel/ and meals.

**EXECUTIVE DIRECTOR'S APPROVAL:**



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**RECOMMENDED ACTION:**

Adopt new policies.

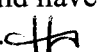
**SUMMARY:**

This consolidates previous policies approved by the Regional Council in August 2001, October 2001, and the recent recommended change in stipends.

**BACKGROUND:**

Over the last several years, the Regional Council has adopted several policies regarding stipends and travel. This document categorizes and summarizes all of those related policies. In addition, there have been several internal policies regarding food and when it can be purchased and how it is funded; however none of these policies affecting the general fund have been adopted by the Regional Council. This summary includes a policy for food. Additions to the existing policies are highlighted and deleted information is shown as a strikethrough.

**FISCAL IMPACT:**

The change in stipend has been reflected in the FY 05/06 General Fund budget. The other changes are a reflection of current practices and have been accounted for in the Amended General Fund document and the FY 05/06 General Fund budget. 

## Regional Council Stipend Policy

1. Pursuant to SCAG's bylaws, the Regional Council shall serve with compensation. Regional Council members shall receive a stipend for service of \$120.00 per diem to attend SCAG sponsored meetings or to travel on SCAG business as authorized by the Regional Council. Regional Council members shall receive a stipend for service to attend SCAG sponsored meetings or to travel on SCAG business as authorized by the Regional Council.
2. The stipend will consist of \$100.00 + a commuting expense as shown on the attached chart. The commuting expense stipend was calculated utilizing a rate of \$2.50/ gallon @ 18 m.p.g. Mileage was calculated between the RC members' city hall and SCAG's downtown office. If the member is attending a meeting via videoconferencing, they will only receive a stipend amount based on their mileage from city hall to the videoconferencing site. (Stipend calculated based on attached chart.)
3. Regional Council members are eligible to receive up to four (4) per diem stipends for service per month. Regional Council Officers are eligible to receive up to eight (8) per diem stipends per month.
4. The President may authorize up to two (2) additional per diem stipends per month for members.
5. Seven (7) or more per diem stipends per month require Regional Council approval.
6. Regional Council members shall receive a stipend for attending a SCAG meeting pursuant to a signature on the meeting attendance form.
7. Regional Council members will receive a stipend for attending the Regional Council meeting pursuant to signing both policy committee and Regional Council attendance forms. A Regional Council member may request from the President an excused absence from either meeting. The President will inform the Executive Assistant to the Regional Council of the approved absence and authorize payment of the stipend.
8. Regional Council members are eligible to receive a stipend to attend special meetings scheduled by the President via phone or videoconference. Staff shall record the names of the Regional Council members in attendance for the record and submit a copy to the Executive Assistant to the Regional Council for payment of the stipend.
9. Elected official representatives ~~from subregional organizations~~ appointed by the President to SCAG policy committees or task forces shall serve with compensation. Elected official representatives to SCAG policy committees or task forces are eligible to receive a \$70.00 stipend per meeting for up to four (4) meetings per month pursuant to signing the meeting attendance form.

10. Elected official representatives periodically attending SCAG task force meetings by videoconference from the SCAG remote site Riverside office are eligible to receive a stipend pursuant to signing the meeting attendance form and faxing a copy to the Executive Assistant to the Regional Council. Elected officials cannot attend policy committee or Regional Council meetings by videoconference pursuant to Regional Council policy.
11. Regional Council members and elected official representatives to policy committees traveling 75 miles or more one way to attend a SCAG meeting at the main SCAG office in Los Angeles can be reimbursed for overnight lodging costs not to exceed \$135.00. Regional Council member and elected official representatives are responsible for making lodging arrangements. Lodging costs reimbursements will be based on receipts submitted to the Executive Assistant to the Regional Council for processing.

Zone	City Hall	One Way	RT	Gals	Gas/Gal	Parking	Total	
					\$ 2.50 Cost			
A	Los Angeles	2 *	3	0.17	0.44	7.00	7.44	\$20 stipend
A	Glendale	9 *	18	1.02	2.55	7.00	9.55	
A	Alhambra	11 *	22	1.20	3.01	7.00	10.01	
A	Pasadena	11 *	22	1.21	3.04	7.00	10.04	
A	Inglewood	11 *	22	1.22	3.05	7.00	10.05	
A	San Gabriel	12 *	24	1.31	3.28	7.00	10.28	
A	Cudahy	12 *	24	1.36	3.39	7.00	10.39	
A	Rosemead	13 *	26	1.43	3.58	7.00	10.58	
A	Pico Rivera	14 *	28	1.57	3.94	7.00	10.94	
A	Compton	15 *	29	1.62	4.05	7.00	11.05	
A	Santa Monica	15 *	30	1.68	4.20	7.00	11.20	
A	Paramount	18 *	36	2.03	5.06	7.00	12.06	
A	Torrance	19 *	37	2.07	5.17	7.00	12.17	
A	Manhattan Beach	20 *	39	2.19	5.47	7.00	12.47	
A	Cerritos	22 *	44	2.44	6.11	7.00	13.11	
A	Buena Park	22 *	44	2.46	6.15	7.00	13.15	
A	Long Beach	24 *	48	2.69	6.73	7.00	13.73	
A	Los Alamitos	25 *	49	2.74	6.84	7.00	13.84	
A	Azusa	25 *	50	2.79	6.98	7.00	13.98	
A	Walnut	28 *	55	3.08	7.69	7.00	14.69	
A	Anaheim	28 *	56	3.09	7.73	7.00	14.73	
A	Calabasas	31 *	62	3.45	8.61	7.00	15.61	
A	Orange	34 *	68	3.76	9.40	7.00	16.40	
A	Claremont	34 *	68	3.77	9.42	7.00	16.42	
A	Brea	34 *	69	3.83	9.57	7.00	16.57	
A	Tustin	36 *	73	4.04	10.10	7.00	17.10	
A	Huntington Beach	39 *	77	4.28	10.70	7.00	17.70	
A	Simi Valley	39 *	79	4.37	10.91	7.00	17.91	
A	Rancho Cucamonga	44 *	88	4.89	12.23	7.00	19.23	
	<b>Limit for \$20 stipend</b>	<b>46</b>	<b>92</b>	<b>5.11</b>	<b>12.78</b>	<b>7.00</b>	<b>19.78</b>	
B	Newport Beach	47 *	94	5.21	13.03	7.00	20.03	\$25 stipend
B	Lake Forest	48 *	96	5.34	13.36	7.00	20.36	
B	Moorpark	49 *	98	5.42	13.54	7.00	20.54	
B	Laguna Niguel	52 *	103	5.73	14.33	7.00	21.33	
B	Rialto	55 *	109	6.08	15.21	7.00	22.21	
B	Riverside	57 *	114	6.31	15.78	7.00	22.78	
B	Riverside	58 *	117	6.47	16.19	7.00	23.19	
B	Grand Terrace	61 *	121	6.72	16.81	7.00	23.81	
B	San Bernardino	61 *	122	6.77	16.93	7.00	23.93	
B	San Bernardino Co.	61 *	122	6.80	16.99	7.00	23.99	
B	Palmdale	64 *	127	7.06	17.66	7.00	24.66	
B	Ventura	64 *	127	7.06	17.66	7.00	24.66	
B	Port Hueneme	64 *	127	7.08	17.69	7.00	24.69	
B	<b>Limit for \$25 stipend</b>	<b>64</b>	<b>127</b>	<b>7.08</b>	<b>17.69</b>	<b>7.00</b>	<b>24.69</b>	
C	Moreno Valley	65 *	130	7.23	18.08	7.00	25.08	\$30 stipend
C	Lake Elsinore	71 *	142	7.86	19.65	7.00	26.65	
C	Ventura	75 *	150	8.32	20.80	7.00	27.80	
C	<b>Limit for \$30 stipend</b>	<b>82</b>	<b>164</b>	<b>9.11</b>	<b>22.78</b>	<b>7.00</b>	<b>29.78</b>	
D	Temecula	87 *	174	9.69	24.23	7.00	31.23	\$35 stipend
D	Hemet	89 *	178	9.87	24.68	7.00	31.68	
D	<b>Limit for \$35 stipend</b>	<b>100</b>	<b>200</b>	<b>11.11</b>	<b>27.78</b>	<b>7.00</b>	<b>34.78</b>	
E	Barstow	116 *	232	12.90	32.24	7.00	39.24	\$40 stipend
E	Cathedral City	117 *	234	13.00	32.49	7.00	39.49	
E	<b>Limit for \$40 stipend</b>	<b>118</b>	<b>236</b>	<b>13.11</b>	<b>32.78</b>	<b>7.00</b>	<b>39.78</b>	
F	<b>Limit for \$45 stipend</b>	<b>136</b>	<b>272</b>	<b>15.11</b>	<b>37.78</b>	<b>7.00</b>	<b>44.78</b>	\$45 stipend
G	<b>Limit for \$50 stipend</b>	<b>154</b>	<b>308</b>	<b>17.11</b>	<b>42.78</b>	<b>7.00</b>	<b>49.78</b>	\$50 stipend
H	<b>Limit for \$55 stipend</b>	<b>172</b>	<b>344</b>	<b>19.11</b>	<b>47.78</b>	<b>7.00</b>	<b>54.78</b>	\$55 stipend
I	<b>Limit for \$60 stipend</b>	<b>190</b>	<b>380</b>	<b>21.11</b>	<b>52.78</b>	<b>7.00</b>	<b>59.78</b>	\$60 stipend
J	Brawley	200 *	401	22.26	55.65	7.00	62.65	\$65 stipend
J	<b>Limit for \$65 stipend</b>	<b>208</b>	<b>416</b>	<b>23.11</b>	<b>57.78</b>	<b>7.00</b>	<b>64.78</b>	

## Assumptions:

MPG 18

\* Source Mapquest.com

## Regional Council Travel Policy

- ~~1. Regional Council members traveling on member business will be authorized in advance by the Regional Council.~~
2. The Regional Council shall authorize member business travel for purposes of officially representing SCAG in connection with an approved SCAG program, policy, plan or as a legislative advocate on behalf of SCAG's approved legislative program. The Regional Council may authorize payment of SCAG business travel in conjunction with Regional Leadership Development Programs. Prior approval is not required for travel to regular meetings of the Regional Council, NARC, CALCOG, Western COG, the MSRC, and RTAC.
- ~~3. The President is authorized to approve Regional Council member travel that is urgent, necessary, and required for the orderly conduct of the affairs of the SCAG between regularly scheduled meetings of the Regional Council. If a Regional Council member is required to travel prior to the next regularly scheduled Regional Council meeting, the member may request approval from the President (or his designee). The President will use the same criteria identified above to approve the request. The approved Regional Council business travel will be reported to the Regional Council at its next meeting.~~
4. The Regional Council will authorize payment of SCAG business travel costs including, but not limited to, airfare, ground transportation, and meeting registration fees. Meals, lodging, and mileage will be paid consistent with federal per diem rates and reimbursement policies. Stipends will be paid for actual business days and will exclude travel days.
- ~~5. Regional Council members authorized to travel on SCAG business will have travel and related costs paid in advance by staff whenever possible. If the Regional Council member directly pays for travel and related costs, the member will be reimbursed based upon receipts and other documentation as appropriate.~~
6. Any Regional Council member or elected official representative to policy committees that is required to travel 75 miles or more one way to attend a SCAG meeting at the main SCAG office in Los Angeles or are on the Executive Committee can be reimbursed for overnight lodging costs not to exceed ~~\$135.00~~ \$150.00 + taxes. Regional Council members and elected official representatives must make their own travel arrangements and submit receipts to the Executive Assistant for reimbursement. The President is authorized to approve lodging costs above the \$150.00 diem rate if the government rate is not available and the member or elected official representative has made the reservation two weeks in advance.

## **Food for Regional Council, Policy Committees, Sub-Committees, and Task Forces**

1. Food will be provided for Regional Council meetings. The Executive Assistant will be in charge of procuring the food and placing the order.
2. For all other sub-committees or task forces, food will only be provided if Regional Council members comprise more than half of the members of the sub-committee or task force and the meeting has to be held between the hours of 12:00 p.m. to 1:00 p.m. If the meeting ends before 12:00 p.m. or starts after 1:00 p.m., food will not be provided.
3. The Food Request Form for RC must be completed, approved, and returned to the requestor prior to ordering the food.

**Meetings should be scheduled if at all possible as to avoid the lunch hour.**

## Food for All Other Meetings

1. Staff may purchase food under the following conditions:
  - Proposal Review Committee (PRC)
  - Personnel Interview Panel
  - Meetings with elected officials
2. The Food Request Form for "All Other Meetings" must be completed, approved, and returned to the requestor prior to ordering the food.
3. In addition to the Food Request Form, a purchase order must be issued prior to ordering the food. The framework P.O. for RC/Policy Committee/Task Force meetings cannot be used.
4. To determine whether the cost of food is eligible to be charged to a project or indirects, please use the following guidance. "Costs of meetings and conferences, the primary purpose of which is the dissemination of technical information, are allowable. This includes the cost of meals, transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences." If your meeting doesn't fit in this category, you will need to charge it to the general fund.

**Meetings should be scheduled if at all possible as to avoid the lunch hour.**